

**CARBON COUNTY LIBRARY BOARD
MINUTES
April 17th, 2019 Rawlins Branch Library**

CALL TO ORDER: 11:01 am by Chair Linda Fleming

ROLL CALL: Linda Fleming, Patti Hays, Steven Dinero, Mike Morrell & Alex Bakken.
Staff Present: Jake Mickelsen

AGENDA: Motion to approve (Bakken/Dinero) passed

MINUTES: no minutes were available

CUSTOMER COMMENTS: none at time of meeting

EXECUTIVE SESSION: Motion to move into executive session to consider personnel matters at 11:05 am (Bakken/Dinero) passed

EXECUTIVE SESSION: Motion to come out of Executive Session at 11:14am (Bakken/Dinero) passed Motion to approve minutes from executive session (Hays/Morrell) Passed No action taken

DIRECTOR'S REPORT: Director Mickelsen held a staff meeting with 100% attendance. Summer theme for reading program along with prizes, an astronomy talk scheduled at each branch and the manual revisions were discussed. Several other technical problems were resolved. Manual Revisions are being reviewed and WLA consulted. Rotary will be again sponsoring the 1st grade students county wide for their "Wyoming Reads" program. All the students come to the Rawlins Branch during May 14th. Lauren Gamblin is the new library assistant in Rawlins. May 16 – 17 is the WYLD conference in Riverton. May 15 Library open house was attended well by the community to review and receive input on the new proposed building project to include the library in Rawlins. There is an online survey. Many Wyoming libraries have dropped their overdue fines. CCLS needs to do the same. Hourly usage of the library is now being monitored and open hours will be revisited. The trailer for the Little Snake River area will move forward now that finances are secured.

FINANCIALS: The Receipts and Expenditures/Budget vs. Actual was review and filed for audit. **Motion to pay bills as presented in total \$14,673.57(Morrell/Dinero) passed. Motion to accept and place on file the Year to Date financial report (Dinero/ Morrell) passed.**

FOUNDATION REPORT: Staff computers have been funded by the Foundation and are mostly in place moving the computers into patron areas for use. A thank you to the foundation will be sent. Staff appreciation was shown by the foundation at the monthly meeting with a card and cash. May 14th is the commissioner's luncheon with the board invited.

SARATOGA FRIENDS: the community will enjoy an Edible Fungus seminar at the library on April 23rd

LITTLE SNAKE RIVER: book club reviving movie night on April 26th that coincides with the book read. Humanities Council display now at the library.

ENCAMPMENT FRIENDS: they met

UNFINISHED BUSINESS:

- Personnel manual updates have been posted for the public input for the required amount of time. Staff has asked some questions and there are still some minor corrections in the typing that need to be made. The May 15th meeting will call for the vote. Meeting must be advertised as such.

- Agenda item Carbon Building/Long Term Goals will be determined by the May 7th election for the 6th penny.
- Budget presented. 3% increase in salaries proposed. Vehicle will be addressed in the capitol funds. This will also be brought up to the Foundation. May 22nd is the budget hearing around 1:30pm in Commission chambers in Rawlins. **Motion to approve the budget for submission totaling \$493,289.92. (Morrell/Dinero) passed**

NEW BUSINESS:

- Budget 2019-2020 Plans for 3% employee salary this coming budget but Director Mickelson asked the board to consider an automatic annual 3%. Board will consider the raise on an annual basis
- Insurance with the local LGLP has asked for a deductible amount for premium cost purposes. **Motion to indicate \$1,000 deductible on the insurance submission choice for the Local Government Liability Pool (Fleming/Dinero) passed**

NEXT REGULAR MEETING – Next meeting May 15th, 2019 at the Rawlins Branch. Steve Dinero will be absent due to prior plans. The next meeting may be held in Encampment for a employee anniversary celebration.

MEETING ADJORNED – 12:22 pm

PH/ph

Adopted June 19, 2019 (Dinero/Morrell)